



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT FINANCIAL SPECIALIST

Announcement Number: 09-07

OPEN TO	All Interested Candidates
POSITION:	Financial Specialist (Position Number 100193)
OPENING DATE:	Thursday, February 19, 2009
CLOSING DATE:	Thursday, March 05, 2009
WORK HOURS:	Full-time; 40 hours/week
SALARY:	<p>- For persons Ordinarily Resident (OR*) in Bahrain: BD 13,282 /year (BD 1106.833/month) starting salary, including allowances (position grade FSN-09). <i>Note:</i> The selected candidate will undergo one year of developmental training, after which s/he will be eligible for promotion to the full position grade of FSN-10. Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration</p> <p>- For persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade FP-05; salary in US Dollars based on the US pay plan. See the HR section for more details.</p>

The Financial Management Office of the American Embassy in Manama is seeking candidates for employment for the position of Financial Specialist.

BASIC FUNCTION OF THE POSITION

The position serves as the senior supervisory Financial Specialist and Alternate Certifying Officer reporting directly to the Financial Management Officer (FMO). The selected candidate will provide financial management reports and advise on such matters as the need for more detailed budgetary justifications on major program issues, apparent deviations, and the need to take remedial actions. Maintains continuing contacts with working level personnel in serviced agencies, to exchange information and to provide informal advice and assistance. Supervises a staff of five responsible for budget formulation and justification, accounting, voucher examination, and travel while ensuring best practices and strong internal controls.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, extension x2937.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** An Accounting degree from a recognized University is required. Internationally recognized accounting certification at intermediate level (CIMA, ACCA, CPA etc) is required.
2. **Experience:** At least 5 years supervisory work experience in a medium sized accounting department with demonstrated exposure to the application of Generally Accepted Accounting Principles is required.
3. **Language:** Level 4 (Fluent) professional knowledge of spoken/written English, including ability to read, understand and interpret USG regulations and directives and communicate via telephone and email, with principals in Washington DC and in the Financial Service Centers in Bangkok and Charleston is required.

4. **Knowledge:** Sufficient technical skills to work with PC based financial accounting software packages, general ledger and accounts payable modules in particular, are required. A sound knowledge of Microsoft Excel and other Microsoft Office applications (Word, ACCESS and PowerPoint) is required.
5. **Abilities & Skills:** Good communication skills in order to effectively communicate with American and local employees and with headquarters support staff is required. Above average supervisory skills and ability to work effectively in a team environment is required. Excellent interpersonal skills to work productively with a diverse staff are required. Ability to work independently with minimum supervision is required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement 09-07

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS THURSDAY, MARCH 05, 2009

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: A/MGT: BBonnett; Cleared HRO: JDavies; FMO: HDesjardins